

## **Instructions for Completing, Saving, Viewing and Electronically Filing the Reaffirmation Form**

1. Open the Reaffirmation Form.
2. Click on **Name of Debtor** and begin completing the form.
3. Use the tab key to navigate through the form.
4. Be sure to include the **Debtor(s) Name, Bankruptcy Case Number, Chapter, Creditor's Name and Address** all located in the top portion of the Reaffirmation form.
5. Insert the appropriate information in the body of the Reaffirmation form.
  - a. Do not use dollar signs or commas when entering amounts.
  - b. The **enter** key checks the boxes.
6. Insert the date of signature.
7. If filing electronically, complete the Reaffirmation Agreement with the electronic signature.  
(For Example: /s/ Full Name )
8. **Save** the completed Reaffirmation Agreement.
  - a. Click on the floppy disk located in the top left hand corner of the Reaffirmation Form.
  - b. Browse through your hard drive to the place where you want to save this file.
  - c. Name the file.
    1. The extension will be pdf.
  - d. Click Save.
9. The Reaffirmation Agreement is now ready to be filed electronically.

This Reaffirmation Agreement form has been saved to your hard drive as a pdf (portable document format) and is ready to be filed electronically.

## **To View the Completed Reaffirmation Agreement**

1. Locate the document.
2. Left click on the file name one time to highlight it.
3. Right click on the file name one time.
4. Click on "open with"
5. Click on "Adobe Acrobat."

## To Electronically File the Completed Reaffirmation Agreement

1. Go into **CM/ECF**
2. Go to **Bankruptcy** and choose **Other BK Documents**.
3. Enter the Bankruptcy Case Number.
4. Select the **Party Filer**. (Creditor Filers may need to add the Creditor to the Party Filer list.)
5. Click **Browse** and locate the completed Reaffirmation Agreement form.
  - a. You may have to change your file type to “All” or to “Adobe” to pull the pdf files.
6. View the document, close it and place it in the browse field by double clicking on the document or by clicking the open button.
7. Enter the Amount of the Reaffirmation and the Name of the Creditor when prompted.
8. The Reaffirmation Agreement may need to be linked to an existing document.
  - a. **For Shreveport Division ONLY:** Reaffirmation Agreements must be linked to the Upcoming Discharge Hearing. Check the “Does this filing refer to an existing document” box. Ex: “☐ Does this filing refer to an existing document in this case?” Choose “Court” and “Notice” from the category list. Link the Reaffirmation to the Entry setting the Discharge Hearing.
  - b. **For All Other Divisions:** Do not check the box, click Next only.
9. A summary of the filing will appear on the next screen along with an edit box.
  - a. **For Shreveport Division Only:** If the Reaffirmation Agreement was linked to the discharge hearing, please insert “Discharge Hearing” in the edit box.
  - b. **For All Other Divisions:** If the Reaffirmation Agreement was not linked, leave the box blank and click next.
10. A Final Summary will appear for your review. Click next to the file the Reaffirmation Agreement.
11. Print the **Notice of Electronic Filing**, this is your file stamped copy.